

**PRICE CITY LIBRARY
GOALS AND OBJECTIVES
2005-2008 (approved on June 21, 2005)**

Community profile: Price City, the county seat of Carbon County is located in the heart of Castle Country. Price is geographically isolated due to the beautiful mountain range north of our location, the desert to the south and the great distance to major cities. Over the past three or four years, the community has been experiencing a drought however living in a desert we have come to expect this condition

During the last five years, the population has continued to decline though we still enjoy a diversity of people and religions. This diversity comes from the draw of the mining industries in the early 1900s. People from many areas and backgrounds came to Carbon County to mine coal. Our current mayor and council are active in trying to invigorate the economy by increasing industry. Our current communication capabilities are high speed DSL, fiber, wireless networks, microwave and copper. Major businesses include: trade, utilities, transportation, government, education, health and social services. Industries include mining, gas extraction, construction, manufacturing, power plant operation and railroad.

In regards to education, the county has one (1) high school, three (3) junior highs, four (4) elementary schools; one (1) special needs school and a two (2) year community college (College of Eastern Utah). We are experiencing a drop in enrollment of approximately 100 students per year due to our economic condition. The school district predicts that this trend is leveling out and should remain stable.

Carbon County offers a variety of recreational, cultural and educational opportunities. Because of our location, we have access to many outdoor activities such as biking, hiking, river rafting, hunting, fishing, picnicking and golfing to name a few. We enjoy an active community theater in addition to the local high school and community college theatrical production. Our local talent has the opportunity to perform in the Chamber of Commerce's Culture Connection productions that take place monthly. We host two (2) fine museums; the College of Eastern Utah's Prehistoric Museum and the Helper City's Railroad Museum. The art community is also very active. They host an art festival yearly and we have local dance and musical groups who perform regularly. There are also many organizations, civic groups and religious associations that always welcome new members.

Population overview:

Race: Caucasian: 91.1 %	Hispanic: 5.2 %	Other: 3.7%
Age: Over 65: 13.3%	Under 18: 28.8%	
High school graduates: 81.1%		
College graduates: 12.3%		
Labor force: Female: 52.7%	Male: 70.7%	
Self employed: 5.1%		
Unemployment rate: 7.8%		
Median family income: \$40,900		
Persons per/household: 2.68		

Community needs: Community needs that are specifically library related have been tabulated by a local survey conducted in 2001 (see attached results) by Emery Tel Com. In addition to these findings, we included the findings from the 21st Century Challenge study conducted by the Utah State Library Division. This study was conducted to determine current structural needs for libraries in the state of Utah.

Below is a summary of the needs that should be addressed:

- New building with extended parking (the current location prohibits expansion).
- Additional and upgraded technology
- New and/or addition parent/child programming
- Promotional campaigns (increased PR of library services and new activities).

Mission Statement: The Price City Library is committed to serve the public and to aid in the enrichment of their informational, educational and recreational reading needs through technology, quality print and non-print materials and by fully utilizing city, county and state resources.

Roles of the Price City Library

- a) Popular Library
- b) Children's Door to Learning
- c) Technology Access Source
- d) Basic Literacy

GOALS AND OBJECTIVES:

Collection Development

Goal: To offer our patrons the best, diverse and balanced collection to meet their needs and stay within the confines of our budget.

Objective: Maintain a balanced and attractive collection.

Tasks/Activities:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ Purchase materials for all age levels in different formats that meet their needs and interests. This will be determined by checking the reference question list for items requested but we were unable to fill, patron requests and staff experience in material literature selection. ▪ Mend materials that can be repaired from the "easy" collection. 	<ul style="list-style-type: none"> ▪ Purchase materials for all age levels in different formats that meet their needs and interest. This will be determined by checking the reference question list for items requested but we were unable to fill, patron requests and staff experience in material literature selection. ▪ Pull books as they are returned that need mending. 	<ul style="list-style-type: none"> ▪ Purchase materials for all age levels in different formats that meet their needs and interest. This will be determined by checking the reference question list for items requested but we were unable to fill, patron requests and staff experience in material literature selection. ▪ Pull books as they are returned that need mending.

Tasks assignments:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ The head and assistant librarian will scan book review literature, refer to the reference list and take patron input into consideration then compile an order. The same procedure will be followed when meeting with book salesmen. They will keep in mind the need to purchase materials for young readers to help foster a love of reading. An attempt will be made to provide materials with high interest low vocabulary to assist the literacy project students. ▪ The head and assistant librarian will weed the collection and save discards for the book sale. 	<ul style="list-style-type: none"> ▪ The head and assistant librarian will scan book review literature, refer to the reference list and take patron input into consideration to compile a book order. The same procedure will be followed when meeting with book salesmen. The staff will keep in mind the need to purchase materials for young readers to help foster a love for reading. An attempt will be made to provide materials with high interest low vocabulary to assist the literacy project students. ▪ The head and assistant librarian will weed the collection and save discards for the book sale. 	<ul style="list-style-type: none"> ▪ The head and assistant librarians will scan book review literature, refer to the reference list and take patron input into consideration then compile an order. The same procedure will be followed when meeting with book salesmen. They will keep in mind the need to purchase materials for young readers to help foster a love for reading. An attempt will be made to provide materials with high interest low vocabulary to assist the literacy project students. ▪ The head and assistant librarians will weed the collection and save discards for the book sale.

<ul style="list-style-type: none"> Library staff trained to mend materials will engage in this activity. Staff will evaluate the materials to determine if it can be repaired or if the materials warrant the cost of mending. In the event that the staff cannot determine this, a senior staff member will be consulted. Mend materials as needed. 	<ul style="list-style-type: none"> Library staff trained to mend materials will engage in this activity. Staff will evaluate the materials to determine if it can be repaired or if the materials warrant the cost of materials. In the event that the staff cannot determine this, a senior staff member will be consulted. Mending of the collection will rotate starting with the easy section. 	<ul style="list-style-type: none"> Library staff trained to mend materials will engage in this activity. Staff will evaluate the materials to determine if it can be repaired or if the materials warrant the cost. In the event that the staff cannot determine this, a senior staff member will be consulted. Mend materials as needed.
Deadline: on going	Deadline: on going	Deadline: on going

Objective: To improve accuracy of the collection.

Tasks/Activities:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> Correct incomplete MARC records Enter missing materials into the system Continue small claims activities on delinquent materials 	<ul style="list-style-type: none"> Correct incomplete MARC records Enter missing materials into the system Continue small claims activities on delinquent materials 	<ul style="list-style-type: none"> Correct incomplete MARC records Enter missing materials into the system Continue small claims activities on delinquent materials

Task assignment:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> The staff member assigned to this task will continue to enter missing records into the system and correct incomplete records. Staff personnel noticing the incomplete records will notify assigned staff of the item. The staff member assigned to small claims will be in charge of overdue. This person will notify city hall of all delinquent materials so small claims can be pursued. Accurate records will be kept of the procedure. Staff members will be responsible for notifying the assigned staff person of any delinquent items returned. 	<ul style="list-style-type: none"> The staff member assigned to this task will continue to enter missing records into the system and correct incomplete records. Staff personnel noticing the incomplete records will notify assigned staff of the item. The staff member assigned to small claims will be in charge of overdue. This person will notify city hall of all delinquent materials so small claims can be pursued. Accurate records will be kept of the procedure. Staff members will be responsible for notifying the assigned staff person of any delinquent items returned. 	<ul style="list-style-type: none"> The staff member assigned to this task will continue to enter missing records into the system and correct incomplete records. Staff personnel noticing the incomplete records will notify assigned staff of the item. The staff member assigned to small claims will be in charge of overdue. This person will notify city hall of all delinquent materials so small claims can be pursued. Accurate records will be kept of the procedure. Staff members will be responsible for notifying the assigned staff person of any delinquent items returned.
Deadline: On-going	Deadline: On-going	Deadline: On-going

Policy and procedure revision

Goal: Develop or rewrite policy and procedures that reflects library practices to aid the staff in decision making and for training purposes.

Objective: Review and update the following policies and procedures:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ O & P manual completed in 2004—maintain updated and changes 	<ul style="list-style-type: none"> ▪ Maintain updates and changes 	<ul style="list-style-type: none"> ▪ Get Board and Council approval on all policy changes. ▪ Maintain updates and changes ▪ Review technology policy (required every three (3) years)

Tasks/Activities:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ Librarian will present policies to Library Board and City Council for approval 	<ul style="list-style-type: none"> ▪ Librarian, staff and Board will review policies as needed. ▪ Librarian will rewrite changes in policy and present them to the staff 	<ul style="list-style-type: none"> ▪ Librarian, staff and Board will review policies as needed. ▪ Librarian will rewrite changes in policy and present them to the staff.

Task assignment to be made by head librarian	Task assignment to be made by head librarian	Task assignment to be made by head librarian
Deadline: July 1, 2006	Deadline: July 1, 2007	Deadline: July 1, 2008

Services:

Goal: Offer services, which meet the needs of our community.

Objective: Offer home access to the on-line catalog and Pioneer database. We will also offer instruction on how to use the Pioneer database.

Tasks/Activities:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> Explore training options for the Pioneer database offered by the State Library Division. Make sure the on-line catalog can be accessed and report any problems to the I. S. Department. Offer assistance to patrons as requested. 	<ul style="list-style-type: none"> Explore training options for the Pioneer database offered by the State Library Division. Make sure the on-line catalog can be accessed and report any problems to the I. S. Department. Offer assistance to patrons as requested. 	<ul style="list-style-type: none"> Explore training options for the Pioneer database offered by the State Library Division. Make sure the on-line catalog can be accessed and report any problems to the I. S. Department. Offer assistance to patrons as requested.

Task assignment:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> The head librarian will explore training opportunity and make assignment for attendance. The staff will report computer problems to the I. S. Department as they occur. The staff will assist patrons with using the library databases. 	<ul style="list-style-type: none"> The head librarian will explore training opportunity and make assignment for attendance. The staff will report computer problems to the I. S. Department as they occur. The staff will assist patrons with using the library databases. 	<ul style="list-style-type: none"> The head librarian will explore training opportunity and make assignment for attendance. The staff will report computer problems to the I. S. Department as they occur. The staff will assist patrons with using the library databases.
Deadline: On-going	Deadline: On-going	Deadline: On-going

Objective: To offer word processing access and other Microsoft application to patrons.

Tasks/Activities:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> Check regularly to make sure the programs are running correctly. Have staff work with the different applications to become familiar with the program and comfortable with assisting the patrons. 	<ul style="list-style-type: none"> Check regularly to make sure the programs are running correctly. Have staff work with the different applications to become familiar with the program and comfortable with assisting the patrons. 	<ul style="list-style-type: none"> Check regularly to make sure the programs are running correctly. Have staff work with the different applications to become familiar with the program and comfortable with assisting the patrons.

Task assignments:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> Report any program access problems to the I. S. Department. Encourage staff to become familiar with all programs. 	<ul style="list-style-type: none"> Report any program access problems to the I. S. Department. Encourage staff to become familiar with all programs 	<ul style="list-style-type: none"> Report any program access problems to the I. S. Department. Encourage staff to become familiar with all programs.
Deadline: On-going	Deadline: On-going	Deadline: On-going

Objective: To offer five (5) free inter-library loan requests per month free of charge to patrons thus extending our collection and meeting specialized needs of the patron.

Tasks/Activities:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> Make sure the staff is familiar with the inter-library loan procedure and how to complete the needed forms. Make sure the staff is familiar with the procedure used when loaning to the local community college (College of Eastern Utah) and how to complete the needed forms. Submit all requests in a timely manner. Promptly contact patrons in regards to the loan status—when to pick up, if unavailable, etc. 	<ul style="list-style-type: none"> Make sure the staff is familiar with the inter-library loan procedure and how to complete the needed forms. Make sure the staff is familiar with the procedure used when loaning to the local community college (College of Eastern Utah) and how to complete the needed forms. Submit all requests in a timely manner. Promptly contact patrons in regards to the loan status—when to pick up, if unavailable, etc. 	<ul style="list-style-type: none"> Make sure the staff is familiar with the inter-library loan procedure and how to complete the needed forms. Make sure the staff is familiar with the procedure used when loaning to the local community college (College of Eastern Utah) and how to complete the needed forms. Submit all requests in a timely manner. Promptly contact patrons in regards to the loan status—when to pick up, if unavailable, etc.

Task assignment:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> Concerns about inter-library procedure will be discussed at regular staff meeting. Concerns that need immediate attention will be brought to the attention of the full-time staff person assigned this task. The assigned person will be responsible for maintaining records and report materials 	<ul style="list-style-type: none"> Concerns about inter-library procedure will be discussed at regular staff meeting. Concerns that need immediate attention will be brought to the attention of the full-time staff person assigned this task. The assigned person will be responsible for maintaining records and report materials 	<ul style="list-style-type: none"> Concerns about inter-library procedure will be discussed at regular staff meeting. Concerns that need immediate attention will be brought to the attention of the full-time staff person assigned this task. The assigned person will be responsible for maintaining records and report materials
Deadline: On-going	Deadline: On-going	Deadline: On-going

Objective: To continue to offer tax forms sent by the IRS and State of Utah, free to all patrons and to offer assistance in locating tax forms via the web.

Tasks/Activities:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> Order tax forms when notification arrives. Display tax forms in assigned area and maintain quantity if possible. Bookmark tax websites. Encourage staff to familiarize themselves with the websites and how to use them. Inform the staff that they cannot offer tax advice to patrons. 	<ul style="list-style-type: none"> Order tax forms when notification arrives. Display tax forms in assigned area and maintain quantity if possible. Bookmark tax websites. Encourage staff to familiarize themselves with the websites and how to use them. Inform the staff that they cannot offer tax advice to patrons. 	<ul style="list-style-type: none"> Order tax forms when notification arrives. Display tax forms in assigned area and maintain quantity if possible. Bookmark tax websites. Encourage staff to familiarize themselves with the websites and how to use them. Inform the staff that they cannot offer tax advice to patrons.

Task assignment:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ The head librarian will order tax form from the IRS and the State of Utah and instruct the staff about not offering advice to patrons. The head librarian will also encourage staff to become familiar with the different websites and the easy access through the Pioneer page. ▪ A staff member will be assigned to this task. 	<ul style="list-style-type: none"> ▪ The head librarian will order tax form from the IRS and the State of Utah and instruct the staff about not offering advice to patrons. The head librarian will also encourage staff to become familiar with the different websites and the easy access through the Pioneer page. ▪ A staff member will be assigned to this task. 	<ul style="list-style-type: none"> ▪ The head librarian will order tax form from the IRS and the State of Utah and instruct the staff about not offering advice to patrons. The head librarian will also encourage staff to become familiar with the different websites and the easy access through the Pioneer page. ▪ A staff member will be assigned to this task.
Deadline: On-going	Deadline: On-going	Deadline: On-going

Facility improvements

Goal: Increase patron and staff space allowing us to improve and expand services.

Objective: Apply for funding through the city for an elevator allowing access to both floors.

Tasks/activities:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ Look for and convert available space to enhance and display our video and audio collection ▪ Explore the options for a new building 	<ul style="list-style-type: none"> ▪ Explore the options for a new building 	<ul style="list-style-type: none"> ▪ Explore the options for a new building

Task assignment:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ The head and/or assistant librarian will focus on weeding materials. ▪ The head librarian will continue to attend the Long Term Planning Meeting to discuss a joint facility with the CEU Library 	<ul style="list-style-type: none"> ▪ The head librarian will explore grant opportunities. ▪ The head librarian will continue to attend the Long Term Planning Meeting to discuss a joint facility with the CEU Library 	<ul style="list-style-type: none"> ▪ The head librarian will continue to attend the Long Term Planning Meeting to discuss a joint facility with the CEU Library ▪ The head librarian will explore grant opportunities.
Deadline: July 1, 2006	Deadline: July 1, 2007	Deadline: July 1, 2008

Programming

Goal: The Price City Library will provide the resources and assistance needed to cultivate a lifelong interest in reading and learning for all ages.

Objective: Price City Library will strive to offer quality programs of interest to the community and support an interest in reading.

A. PAWS Program:

Tasks/Activities:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ Help maintain attendance for the new PAWS program, Murphy's Dilemma. (Children have 20 minutes of one-on-one reading with the dog.) ▪ Increase attendance for bi-weekly story time ▪ Set up meetings to discuss changes in the regular story time including ideas about crafts, activities and increased participation from parents and the community. 	<ul style="list-style-type: none"> ▪ Help maintain attendance for the new PAWS program, Murphy's Dilemma. (Children have 20 minutes of one-on-one reading with the dog.) ▪ Increase attendance for bi-weekly story time ▪ Set up meetings to discuss changes in the regular story time including ideas about crafts, activities and increased participation from parents and the community. 	<ul style="list-style-type: none"> ▪ Help maintain attendance for the new PAWS program, Murphy's Dilemma. (Children have 20 minutes of one-on-one reading with the dog.) ▪ Increase attendance for bi-weekly story time ▪ Set up meetings to discuss changes in the regular story time including ideas about crafts, activities and increased participation from parents and the community.

Task assignment:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ The staff will inform new residents about our story times when they apply for a library card. ▪ Changes or suggested changes will be discussed at staff meetings where it will be explored. ▪ The head librarian will discuss the problems that occur when the dogs are unable to come to story hour. ▪ The head librarian will continue to over see the new PAWS program to determine its success and to suggest changes. 	<ul style="list-style-type: none"> ▪ The staff will inform new residents about our story times when they apply for a library card. ▪ Changes or suggested changes will be discussed at staff meetings where it will be explored. ▪ The head librarian will discuss the problems that occur when the dogs are unable to come to story hour. ▪ The head librarian will continue to over see the new PAWS program to determine its success and to suggest changes. 	<ul style="list-style-type: none"> ▪ The staff will inform new residents about our story times when they apply for a library card. ▪ Changes or suggested changes will be discussed at staff meetings where it will be explored. ▪ The head librarian will discuss the problems that occur when the dogs are unable to come to story hour. ▪ The head librarian will continue to over see the new PAWS program to determine its success and to suggest changes.
Deadline: On-going	Deadline: On-going	Deadline: On-going

B. Summer Reading Programs

Tasks/Activities:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ Maintain the standards of past programs ▪ Develop a reading program targeted at children ages 6-12 ▪ Using the state's summer reading theme to plan a program for children 1-5 years of age. ▪ Plan activities for each program and make arrangements with other departments that might be involved (i.e. Parks Dept.). ▪ Distribute materials to the elementary schools ▪ Have registration and handouts ready by the first day of the program ▪ Contact the radio stations to have the program announced on the community calendar and the local newspaper for an ad. ▪ Poll participants about success and areas for improvements. Deadline: September 1, 2005 ▪ Explore community involvement and participation in the program (i.e.) school, church and volunteer groups). ▪ Discuss findings of developing a teen reading group and/or using teens to implement and develop the summer program. ▪ Continue the Open Mic Program where the youth will be encouraged to share their poetry. 	<ul style="list-style-type: none"> ▪ Maintain the standards of past programs ▪ Develop a reading program targeted at children ages 6-12 ▪ Using the state's summer reading theme to plan a program for children 1-5 years of age. ▪ Plan activities for each program and make arrangements with other departments that might be involved (i.e. Parks Dept.). ▪ Distribute materials to the elementary schools ▪ Have registration and handouts ready by the first day of the program ▪ Contact the radio stations to have the program announced on the community calendar and the local newspaper for an ad. ▪ Poll participants about success and areas for improvements. Deadline: September 1, 2006 ▪ Explore community involvement and participation in the program (i.e. school, church or volunteer groups). ▪ Discuss findings of developing a teen reading group and/or using teens to implement and develop the summer programs ▪ Continue the Open Mic Program where the youth will be encouraged to share their poetry. 	<ul style="list-style-type: none"> ▪ Maintain the standards of past programs ▪ Develop a reading program targeted at children ages 6-12 ▪ Using the state's summer reading theme to plan a program for children 1-5 years of age. ▪ Plan activities for each program and make arrangements with other departments that might be involved (i.e. Parks Dept.). ▪ Distribute materials to the elementary schools ▪ Have registration and handouts ready by the first day of the program ▪ Contact the radio stations to have the program announced on the community calendar and the local newspaper for an ad. ▪ Poll participants about success and areas for improvements. Deadline: September 1, 2007 ▪ Explore community involvement and participation in the program (i.e. school, church or volunteer groups). ▪ Discuss findings of developing a teen reading group and/or using teens to implement and develop the summer programs ▪ Evaluate any changes in the programs ▪ Continue the Open Mic Program where the youth will be encouraged to share their poetry.

Task assignment:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ The Children's Program Director and the head aide will be responsible for the planning and implementation of the programs. Other staff members will be expected to assist with the program as the needs arise. ▪ Staff member (Gina Keller) will be assigned the task of maintaining the current youth program and develop new programs and activities. 	<ul style="list-style-type: none"> ▪ The Children's Program Director and the head aide will be responsible for the planning and implementation of the programs. Other staff members will be expected to assist with the program as the needs arise. ▪ Continue the Open Mic Program where the youth will be encouraged to share their poetry. 	<ul style="list-style-type: none"> ▪ The Children's Program Director and the head aide will be responsible for the planning and implementation of the programs. Other staff members will be expected to assist with the program as the needs arise. ▪ Continue the Open Mic Program where the youth will be encouraged to share their poetry.
Deadline: On-going	Deadline: On-going	Deadline: On-going

C. Adult Literacy Program

Tasks/Activities:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ Maintain funding for project ▪ Maintain current level of interest ▪ Continue literacy instruction at local Head Start Program ▪ Offer training for potential tutors for ESL and Laubach (Class size should be 8) 	<ul style="list-style-type: none"> ▪ Maintain funding for project ▪ Maintain current level of interest ▪ Continue literacy instruction at local Head Start Program ▪ Offer training for potential tutors for ESL and Laubach (Class size should be 8) 	<ul style="list-style-type: none"> ▪ Maintain funding for project ▪ Maintain current level of interest ▪ Continue literacy instruction at local Head Start Program ▪ Offer training for potential tutors for ESL and Laubach (Class size should be 8) ▪

Task assignment:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ The head librarian and the board will stress the need for continued funding to City Council. ▪ The head librarian will submit annual budgets reflecting funds needed to maintain the project. ▪ The Adult Program Director will be responsible for the daily operation of the program and the training of tutors. ▪ Staff will be expected to assist when the needs arise. 	<ul style="list-style-type: none"> ▪ The head librarian and the board will stress the need for continued funding to City Council. ▪ The head librarian will submit annual budgets reflecting funds needed to maintain the project. ▪ The Adult Program Director will be responsible for the daily operation of the program and the training of tutors. ▪ Staff will be expected to assist when the needs arise. 	<ul style="list-style-type: none"> ▪ The head librarian and the board will stress the need for continued funding to City Council. ▪ The head librarian will submit annual budgets reflecting funds needed to maintain the project. ▪ The Adult Program Director will be responsible for the daily operation of the program and the training of tutors. ▪ Staff will be expected to assist when the needs arise.
Deadline: On-going	Deadline: On-going	Deadline: On-going

C. Book Group

Tasks/Activities:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ Gather recommended reading for the book group ▪ Host book discussion for library sponsored groups ▪ Support other community book groups by using interlibrary loans requests for addition copies of selected titles 	<ul style="list-style-type: none"> ▪ Gather recommended reading for the book group ▪ Host book discussion for library sponsored groups ▪ Support other community book groups by using interlibrary loans requests for addition copies of selected titles 	<ul style="list-style-type: none"> ▪ Gather recommended reading for the book group ▪ Host book discussion for library sponsored groups ▪ Support other community book groups by using interlibrary loans requests for addition copies of selected titles

Task assignment:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ The head librarian will be responsible for securing a location for the library's book group to meet. ▪ Staff will be expected to forward any interlibrary loan requests to the appropriate staff member. 	<ul style="list-style-type: none"> ▪ The head librarian will be responsible for securing a location for the library's book group to meet. ▪ Staff will be expected to forward any interlibrary loan requests to the appropriate staff member. 	<ul style="list-style-type: none"> ▪ The head librarian will be responsible for securing a location for the library's book group to meet. ▪ Staff will be expected to forward any interlibrary loan requests to the appropriate staff member.
Deadline: On-going	Deadline: On-going	Deadline: On-going

Objective: Develop displays and learning projects to increase interest and attractiveness in the library.

Tasks/Activities:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ Maintain and develop new displays in the library that reflect events, seasons, etc. ▪ Pull materials that relate to the display ▪ Gather pictures, articles, etc for display ▪ Look for new ideas to display (i.e. chick hatching) 	<ul style="list-style-type: none"> ▪ Maintain and develop new displays in the library that reflect events, seasons, etc. ▪ Pull materials that relate to the display ▪ Gather pictures, articles, etc for display ▪ Look for new ideas to display (i.e. chick hatching) 	<ul style="list-style-type: none"> ▪ Maintain and develop new displays in the library that reflect events, seasons, etc. ▪ Pull materials that relate to the display ▪ Gather pictures, articles, etc for display ▪ Look for new ideas to display (i.e. chick hatching)

Task assignment:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> ▪ Head librarian will assign staff to develop displays ▪ Children's Program Director will be responsible for bulletin boards and displays in the children's room. ▪ Adult Program Director will be responsible for displays relating to the literacy project. ▪ Staff will be consulted and expected to help with development of displays. 	<ul style="list-style-type: none"> ▪ Head librarian will assign staff to develop displays ▪ Children's Program Director will be responsible for bulletin boards and displays in the children's room. ▪ Adult Program Director will be responsible for displays relating to the literacy project. ▪ Staff will be consulted and expected to help with development of displays. 	<ul style="list-style-type: none"> ▪ Head librarian will assign staff to develop displays ▪ Children's Program Director will be responsible for bulletin boards and displays in the children's room. ▪ Adult Program Director will be responsible for displays relating to the literacy project. ▪ Staff will be consulted and expected to help with development of displays.
Deadline: On-going	Deadline: On-going	Deadline: On-going

Objective: To heighten the public impression of the library's image.

Tasks/Activities:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> Continue the "Putter Pouch" program. (With the help of Castle View Hospital Ladies Auxiliary, the library assembles a get-well bag for children hospitalized in our area.) Continue "Sock rabbit" project. (The library and Job's Daughters made sock rabbits for siblings bringing home a new baby.) Ask to have articles printed in the newspaper Explore opportunities to feature the library as a valued entity 	<ul style="list-style-type: none"> Continue the "Putter Pouch" program. (With the help of Castle View Hospital Ladies Auxiliary, the library assembles a get-well bag for children hospitalized in our area.) Continue "Sock rabbit" project. (The library and Job's Daughters made sock rabbits for siblings bringing home a new baby.) Ask to have articles printed in the newspaper Explore opportunities to feature the library as a valued entity 	<ul style="list-style-type: none"> Continue the "Putter Pouch" program. (With the help of Castle View Hospital Ladies Auxiliary, the library assembles a get-well bag for children hospitalized in our area.) Continue "Sock rabbit" project. (The library and Job's Daughters made sock rabbits for siblings bringing home a new baby.) Ask to have articles printed in the newspaper Explore opportunities to feature the library as a valued entity.

Task assignment:

2005-06	2006-07	2007-08
<ul style="list-style-type: none"> Library staff will assemble "Putter Pouches" and deliver them to the hospital when demand arises. The Ladies Auxiliary will be responsible for distributing the bag and the sock rabbits to the children. The library will submit our story time schedule for weekly publishing in the FYI section of the local newspaper. The library will promptly inform the newspaper of any activity taking place at the library Participate in International Days by building a float Have a booth at Kids Day Continue going to the schools with flyers, on speaking tours, etc. 	<ul style="list-style-type: none"> Library staff will assemble "Putter Pouches" and deliver them to the hospital when demand arises. The Ladies Auxiliary will be responsible for distributing the bag and the sock rabbits to the children. The library will submit our story time schedule for weekly publishing in the FYI section of the local newspaper. The library will promptly inform the newspaper of any activity taking place at the library Participate in International Days by building a float Have a booth at Kids Day Continue going to the schools with flyers, on speaking tours, etc. 	<ul style="list-style-type: none"> Library staff will assemble "Putter Pouches" and deliver them to the hospital when demand arises. The Ladies Auxiliary will be responsible for distributing the bag and the sock rabbits to the children. The library will submit our story time schedule for weekly publishing in the FYI section of the local newspaper. The library will promptly inform the newspaper of any activity taking place at the library Participate in International Days by building a float Have a booth at Kids Day Continue going to the schools with flyers, on speaking tours, etc.
Deadline: On-going	Deadline: On-going	Deadline: On-going

Technology

Mission Statement for technology:

The mission of the Price City Library is to offer up-to-date equipment, quick access, accurate information and reliable sources. We will also attempt to stay abreast of new developments in this area. Our plan is devised to meet the goal of AAccess For All®, which allows that all citizens have equitable access to the world of information through the library.

Services, goals and objectives

- a. Maintain the operation of all equipment and commit financially to the replacement of out dated machinery.
- b. Upgrade existing programs and search for new products.
- c. To offer reliable, accurate and established databases for patron searches.
- d. To supply adequate and current materials in a variety of formats to meet the needs of our patrons.
- e. The library will maintain its homepage as a link to our on-site catalog and as a stepping-stone to the world.
- f. Actively look for and incorporate new technology into the Library.

Staff and patron training

The library takes advantage of electronic training offered by the State Library. We attend workshops on a local and regional level. The staff has been trained on WordPerfect, Netscape, Explorer, Microsoft Word and Internet searches in addition to a subscription database (Wilson Magazine Database). All troubleshooting and repairs are preformed by the I.S. Department.

Currently our on-line catalog program is from Follett Software. Patron instruction on this program and with Internet searches are done on an individual as needed basis.

Existing technology and services

The library currently has 24 computers and six (6) printers. The Library has 20 machines that are networked and 19 offer Internet access through a T1 connection. Of the five (5) remaining, four (4) contain a word processing program for patron use and one (1) is a circulation station. Of the 19-networked machines 10 are Internet accessible by the patron along with four (4) OPACs. The remaining machines are designated for staff use. All 19 have access to the state-sponsored database Pioneer and the library's on-line catalog. The library also has a copy and fax machine.

Technology plan by year

2005-2006	2006-2007	2007-2008
<ol style="list-style-type: none"> 1. Replace the two oldest computers and two printers. 2. Purchase necessary upgrades. 3. Evaluate copy and fax machines use. 4. On going staff and patron training 5. Review homepage for lost links and new additions. 6. Implement changes required to comply with Utah and Federal legislation on Internet access 7. Upgrade Bookwhere program (three year subscription). 8. Look for grant opportunities 	<ol style="list-style-type: none"> 1. Replace the two oldest computers and two printers. 2. Purchase necessary upgrades. 3. Look for training opportunities for the staff. 4. Review homepage for lost links and new additions. 5. Review impact on Internet changes. (New web page installed 2001) 6. Look for grant opportunities 	<ol style="list-style-type: none"> 1. Replace the two oldest computes and two printers. 2. Purchase necessary upgrades. 3. Look for training opportunities for the staff. 4. Review homepage for lost links and new additions. 5. Review impact on Internet changes. 6. Review Internet policy 7. Re-evaluate Bookwhere program. 8. Look for grant opportunities

Evaluation

Evaluation of the plan will be determined by our ability to reach our objective on a yearly basis. Statistics of use will be compiled into monthly reports. Our homepage is self-calculating. Internet users must sign in before accessing the machines allowing the library to determine the amount of use the machines receive. The I.S. Department keeps a record of repairs, replacements and services performed on each machine. Final evaluation takes place yearly at the Library Board Meeting when the overall effectiveness of the library is evaluated.

Budget			
Estimated Annual Costs	2004-2005	2005-2006	2006-2007
System Maintenance	3,000	3,000	3,000
Workstations & Peripherals	3,500	3,500	3,500
Training	(on site training no cost)	(on site training no cost)	(on site training no cost)
Upgrades	500	500	500
Other equipment	0	0	0

During the annual budget process the library, requests funds to cover technology costs. However, with the rise and fall of tax revenue the library cannot be guaranteed the requested amount. The City Council does support technological advances and recognizes the cost involved and supports each city department with as much financial support as available.

The Library recognizes the need to pursue all funding sources in light of the constant changing financial environment, therefore, we will attempt to:

- * Build into the budget funding for maintenance and replacement of hardware.
- * Build into the budget funding for the purchase of software and upgrades.
- * Apply for available grants.
- * Apply for e-rate discounts. (UPDATE) Due to an agreement between Price City and the College of Eastern Utah, we no longer pay for Internet access. Therefore we no longer apply for the e-rate discount. If the situation changes we will consider re-applying.

*During the annual budget process, the library requests funds to cover technology costs. However, with the rise and fall of tax revenue the library cannot be guaranteed the requested amount. The City Council does support technological advances and recognizes the cost involved and supports each city department with as much financial support as available.

EVALUATION 2005-2006 / POLICY REVIEW

Inputs:	Time from the staff, board, city council and city attorney
Activities and services:	<p>Divide the policies and procedures into three areas. A portion will be assigned yearly.</p> <ul style="list-style-type: none"> ▪ those that affect the patron ▪ those that affect the collection ▪ all remaining policies <p>Make staff assignments</p>
Outputs:	<p>All assigned policies and procedures should be review, revised and approved by the end of the year.</p> <p>2003-2004: there are seven (7) assigned polices earmarked for review</p>
Outcomes:	<p>Increased knowledge and awareness of revised policies by the board, staff, and library director.</p> <p>Increased confidence in ability to perform duties, responsibilities and assignments by board, staff and library director</p>
Indicators:	<p>Review process</p> <p>The completion of the document.</p>
Data Sources:	Working with the staff formulating new policies and procedures. In formal interviews with new staff members.
Applied to:	The document and process of developing the document will apply to all staff members.
Data Intervals:	After six (6) months, we will determine how far we are on completing the task and adjust expectation if necessary.
Goals:	Our final goal is to have a working document dealing with policies and procedures. It will also give us a document to build upon.

EVALUATION 2005-2006 / SUMMER READING

Inputs:	Staff time for development, implementation and summation Funds for the purchase of requested or required materials, incentives, activities and party Materials collection for use by the children (books, videos, cassettes, etc.)
Activities and services:	Instruct the staff on what each child will need at registration, all upcoming events and how the program will run Have the program director divide up the assignments among the staff as needed
Outputs:	Number of children registered Attendance at each activity including story time Number of materials circulation on the specific days of the activities and story time Number of children completing the program Increased circulation for 1-5 year old age group and 6-12 year old age group.
Outcomes:	Increased fun and interest by 1-5 year old age group Increased fun, interest, and satisfaction by 6-12 year old age group
Indicators:	Accurate records of circulation and attendance will indicate the success of the program. Input from the parents and children participating will also aid in evaluating it
Data Sources:	Records from the automated circulation system Verbal reports from the staff or volunteer conducting the event
Applied to:	The number of children attending every activity or event Different age groups.
Data Intervals:	Program review at midway mark
Goals:	Maintain the current enrollment for the 1-5 year age group and to increase the 6-12 year age group by 10%.

EVALUATION 2005-2006 / PAWS PROGRAM

Inputs:	Program director's time and use of her animal (dog). The time needed for staff to develop a craft and select books. Funds to purchase additional materials (i.e. dog treats, attendance cards, bookmarks, etc.)
Activities and services:	Children's story times with canine (or other animal) volunteer Craft activities
Outputs:	Number of children (including the number of new children attending) Number of completed attendance cards Number of special bookmarks distributed. Increase in circulation
Outcomes:	Increased interest, satisfaction, joy and pleasure of reading by children attending the PAWS program
Indicators:	Accurate records of circulation and attendance will indicate the success of the program. Input from the parents and children participating will also aid in evaluating it
Data Sources:	Each child has been given a punch card and when the card is filled a special "Sunni" bookmark is issued. A running total will be kept of children attending by counting the returned punch card and by staff as they prepare for craft. The Program Coordinator will conduct a verbal enquiry of which child is new. We will keep track of that information. An increase of circulation on Tuesdays is expected.
Applied to:	Accurate records will be kept on the number of children; the number of new children and the circulation statistics
Data Intervals:	An evaluation will be conducted after six (6) months
Goals:	Our goal is to expose 100 new children to the PAWS story time